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BF-1130

Approved For Release 2001/03/04 : CIA-RDP80-01240A000100070005-0

18 FEB 1955

MEMORANDUM FOR: Chief, Management Staff

SUBJECT: Reorganization of Machine Records Division,
Office of the Comptroller.

1. This Staff has reviewed the organization, functions, and staffing of the Machine Records Division, Office of the Comptroller and proposes a reorganization which will create a Planning Staff as shown in Tab A. This will bring together in one group planning personnel formerly scattered throughout the operating branches and provide more effective utilization of their planning skills. They will conduct studies of Agency machine accounting and reporting procedures and recommend improvements thereto; will assist and advise Agency components on specific machine tabulating projects; will continually examine and review the form and content of machine reports and make recommendations for the discontinuance, addition, revision and/or consolidation of reports to meet the current needs of the Agency.

2. A chart of the organization of the Machine Records Division is attached as Tab A and statements of functions are attached as Tab B.

3. The Assistant Director for Personnel has taken classification action and his concurrence is shown in Tab C. The Office of the Comptroller has also concurred as indicated in Tab C. The Chief, Budget Division states that funds are available in the budget to cover the promotions involved (Tab D).

4. No increase in ceiling is involved in this proposal and there are no changes in functions affecting components outside the Office of the Comptroller.

5. Your approval is recommended.

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Assistant Management Officer
DD/S Area

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ATTACHMENTS:

- Tab A - Organisation Chart
- Tab B - Functions
- Tab C - Concurrence of Comp. & AD/P
- Tab D - Concurrence of Budget Div.

APPROVED - This request is authorized within the authority and responsibilities of the Chief, Management Staff.

Date: DEC 18 1955

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Chief, Management Staff

DISTRIBUTION:

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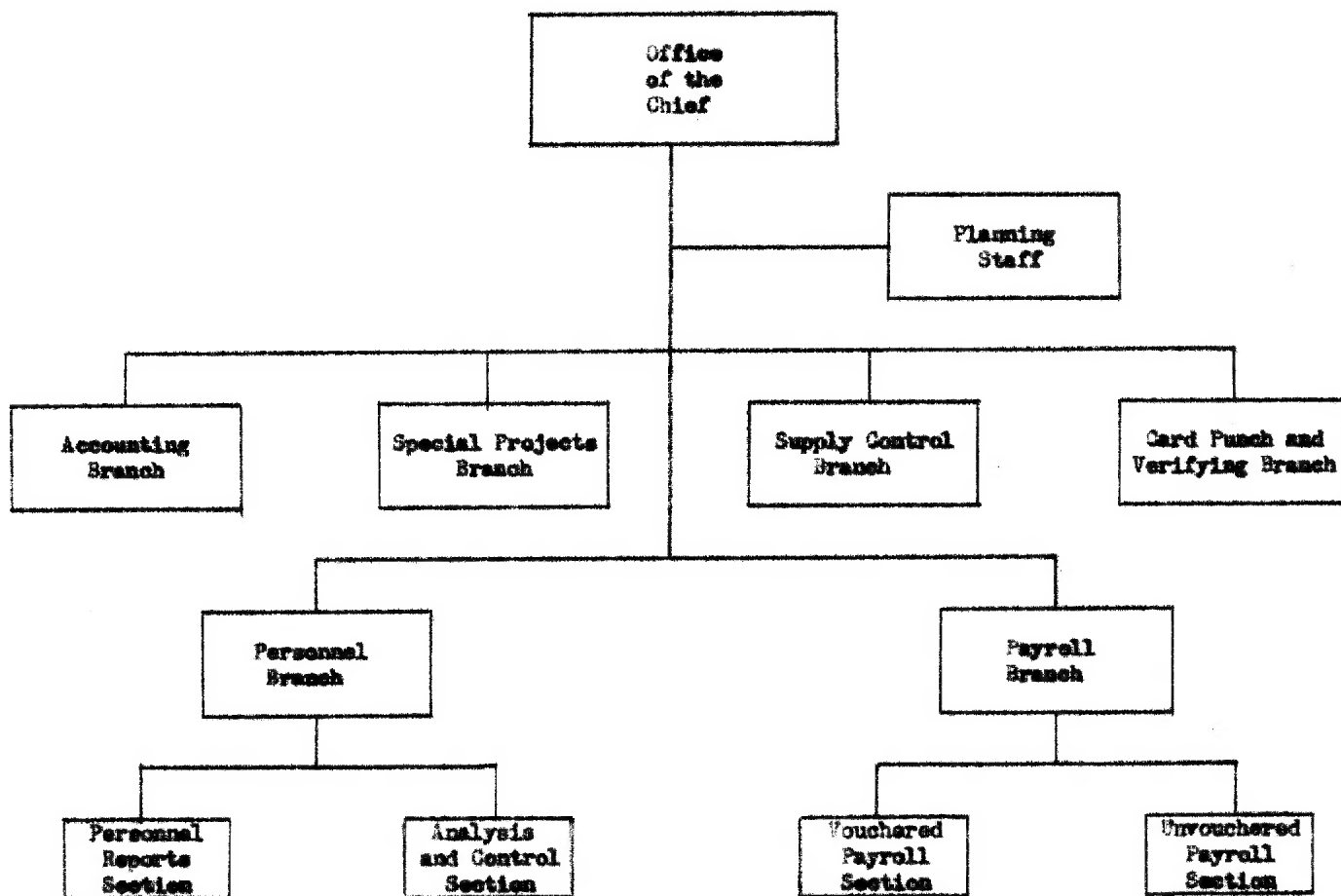
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TAB A

OFFICE OF THE CONTROLLER

MACHINE RECORDS DIVISION



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STATEMENT OF FUNCTIONS

MACHINE RECORDS DIVISION

1. Initiates, develops, installs and maintains EAM procedures and techniques for the organization and operation of Fiscal and Finance Accounting Activities of the Office of the Comptroller; Stock Control and Financial Accounting of Stock Activities of the Logistics Office; Statistical Reporting and Personnel Accounting Activities of the Personnel Office; and for a variety of reporting and operating activities as required by other elements of the Agency.
2. Surveys, analyses, and evaluates existing and proposed accounting and statistical systems to ascertain the feasibility of applying new methods or refining or improving those procedures already in operation.
3. Maintains liaison with various Branches and Divisions and higher echelons and makes recommendations regarding present procedures or the application of proposed programs to EAM methods.
4. Establishes and maintains, by means of EAM punched card files, data to meet Agency requirements for all types of accounting and statistical operating reports and documents.
5. Establishes, and maintains monetary and quantity controls to insure the accuracy of Agency Accounting and supply reporting activities.

STATEMENT OF FUNCTIONS

MACHINE RECORDS DIVISION

PLANNING STAFF

1. Conducts studies, either separately or in conjunction with Management Staff or Technical Accounting Staff, to analyze and improve Agency reporting and operating procedures.
2. Advises elements of the Agency requiring machine tabulating services. Initiates, prepares and disseminates instructions and uniform procedures for the organization and operation of machine records activities to meet the requirements of these elements.
3. Examines and reviews the form, content and procedures of machine reporting systems continuously and makes recommendations based on studies and investigations for the discontinuance, addition and revision of reports to meet the current needs of the Agency.
4. Confers and maintains liaison with Staff Officers of other Divisions and Branches concerning Accounting and Reporting Procedures and EAM services performed by the Division.
5. Acts as special technical advisor to the Chief of the Division.
6. Designs necessary forms, devises codes, and develops general procedures.
7. Analyzes Agency regulations for policy determinations which may affect current methods of mechanical operations and types of information furnished to any element serviced by the Division; or which indicate that new procedures which will be required to effect policy decisions which could be more economically accomplished by mechanical methods in lieu of manual procedures.

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STATEMENT OF FUNCTIONS

MACHINE RECOGNIS DIVISION

CARD PUNCH BRANCH

1. Transcribes and machine verifies data from a variety of coded and uncoded source documents into punched card form through the use of the 024 IBM card punch and 056 IBM verifying machines.
2. Analyses and examines widely diversified documents to determine: coding errors; legibility; classification; transcriptive information; alphabetical abbreviations; and the combining and splitting of runs.

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STATEMENT OF FUNCTIONS
MACHINE RECORDS DIVISION
ACCOUNTING BRANCH

1. Initiates, prepares and distributes financial reports covering the acquisition, distribution, expenditures, obligations, disbursements, collections, cash advances, transfers and deposits of unvouchered funds for the Finance Division, Office of Comptroller.
2. Establishes and maintains, by means of punched card files, control data for the various General Ledger accounts; and is responsible for the correct detail classification of funds by account, allotment, etc. and the over-all accuracy of both interim reports and other reports and statements in final form prepared by the branch.
3. Advises the Finance Division in the establishment of processing schedules and job priorities to meet reporting deadlines.
4. Maintains liaison with various Branch heads and other officials of the Finance Division on matters pertaining to reporting requirements and changes, procedural revisions, source document discrepancies, codes etc.
5. Develops and prepares detail machine operating procedures for new projects; makes necessary changes and improvements to existing procedures.
6. Installs adequate tests and controls to insure accurate performance of machines and related equipment.
7. Maintains work schedules reflecting progress of reports within the Branch.
8. Trains personnel in wiring and operation of equipment, all phases of operations within the Branch, and relationship of the Branch to other functions with the Division and Agency.

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STATEMENT OF FUNCTIONS

MACHINE RECORDS DIVISION

SUPPLY CONTROL BRANCH

1. Initiates, prepares and distributes quantitative and monetary stock reports covering purchase orders, receipts, requisitions, issues, stock levels, price and inventory adjustments, balances of property items on hand, in use, in transit, on loan, and forecasts of gross requirements for the Supply Division, Logistics Office; Finance Division, Office of Comptroller; Audit Office; and IDF.
2. Establishes and maintains, by means of punched card files, control data for various stock records; is entirely responsible for determining by mechanical methods the monetary value of gross requirements and line items in stock at domestic depots, in use, and in transit; and is responsible for the over-all accuracy of all reports prepared by the branch.
3. Maintains, by punched card methods, descriptive stock nomenclature files for Headquarters and Overseas use.
4. Advises the Supply Division and the Finance Division in the establishment of processing schedules and job priorities to meet reporting deadlines.
5. Maintains liaison with various branch heads and other officials of the Supply Division, Finance Division, and Audit Office on matters pertaining to reporting requirements and changes, procedural revisions, source document discrepancies, codes, etc.
6. Develops and prepares detail machine operating procedures for new projects; makes necessary changes and improvements to existing procedures.
7. Installs adequate tests and controls to insure accurate performance of machines and related equipment.
8. Maintains work schedules reflecting progress of reports within the Branch.
9. Trains personnel in wiring and operation of equipment, all phases of operations within the Branch, and relationship of the Branch to other functions within the Division and Agency.

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STATEMENT OF FUNCTIONS
MACHINE RECORDS DIVISION
SPECIAL PROJECTS BRANCH

1. Initiates, prepares and distributes a large variety of reports and records covering Printing and Reproduction production and costs, security clearances, security badges, personnel locator information, group hospitalization, cover, R.I. case titles, F. B. personnel, and orientation.
2. Establishes and maintains by manual methods and by means of punch card files, records and control data for various accounting and statistical activities, and is responsible for the accuracy of these records and controls and for the over-all accuracy of all reports and records prepared by the branch.
3. Advises Printing and Reproduction Division, Logistics Office, R.I. Division and Liaison Staff, F.B. Division; Employee Services Division, Personnel Office; Special Security Division and Physical Security Division, Security Office; and Orientation and Briefing Division, Office of Training in the establishment of processing schedules and job priorities to meet reporting deadlines.
4. Maintains liaison with various branch heads and other officials of the Agency on matters pertaining to reporting requirements and changes, procedural revisions, source document discrepancies, codes, etc.
5. Develops and prepares detail machine operating procedures for new projects; makes necessary changes and improvements to existing procedures.
6. Installs adequate tests and controls to insure accurate performance of machines and related equipment.
7. Maintains work schedules reflecting progress of reports within the Branch.
8. Trains personnel in wiring and operation of equipment, all phases of operations within the Branch, and relationship of the Branch to other functions within the Division and Agency.

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STATEMENT OF FUNCTIONS
MACHINE RECORDS DIVISION
PERSONNEL BRANCH

1. Initiates, prepares and distributes personnel accounting reports covering personnel accessions, separations, transfers, promotions, career service, employee qualifications, staff agents, consultants, security, military personnel, draft deferments, applicant qualifications, tables of organization, and position control.
2. Establishes and maintains, by manual methods and by means of punched card files, control data for various types of personnel accounting reports and is responsible for the accuracy of these controls, the correct detail accounting for personnel by types of actions, and the over-all accuracy of all reports prepared by the branch.
3. Evaluates all of a wide variety of incoming personnel source documents. Determines and applies numerous codes necessary for the production of a variety of personnel reports by mechanical methods.
4. Advises the Personnel Office in the establishment of processing schedules and job priorities to meet reporting deadlines.
5. Maintains liaison with various branch heads and other officials of the Personnel Office on matters pertaining to reporting requirements and changes, procedural revisions, source document discrepancies, codes, etc.
6. Develops and prepares detail machine operating procedures for new projects; makes necessary changes and improvements to existing procedures.
7. Installs adequate tests and controls to insure accurate performance of machines and related equipment.
8. Maintains work schedules reflecting progress of reports within the Branch.
9. Trains personnel in wiring and operation of equipment, all phases of operations within the Branch, and relationship of the Branch to other functions of the Division and Agency.

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STATEMENT OF FUNCTIONS

MACHINE RECORDS DIVISION

PAYROLL BRANCH

1. Initiates, prepares and distributes time and attendance reports and payroll change notices, salary checks, statements of earnings and deductions, withholding tax statements, and numerous payroll accounting reports and records covering payroll distribution, budget analysis, retirement, miscellaneous payroll deductions, individual earnings records, rosters, etc. for employees and agents paid from both vouchered and un-vouchered funds.
2. Establishes and maintains, by means of punched card files, control data for various payroll and related data, and is responsible for the accuracy of these controls, the balancing of current files to controls established outside the branch, and the over-all accuracy of all reports prepared by the branch.
3. Advises the Payroll Branches, Fiscal and Finance Divisions, in the establishment of processing schedules and job priorities to meet reporting deadlines.
4. Maintains liaison with various branch heads and other officials of the Fiscal and Finance Divisions, on matters pertaining to reporting requirements and changes, procedural revisions, source document discrepancies, codes, etc.
5. Develops and prepares detail machine operating procedures for new projects; makes necessary changes and improvements to existing procedures.
6. Installs adequate tests and controls to insure accurate performance of machines and related equipment.
7. Maintains work schedules reflecting progress of reports within the branch.
8. Trains personnel in wiring and operation of equipment, all phases of operations within the branch, and relationship of the Branch to other functions within the Division and Agency.

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Management Staff

DATE: 14 Feb. 1955

FROM : Chief, Budget Division

SUBJECT: Proposed T/O for Machine Records Division

1. Reference is made to memorandum of 1 February 1955 to Chief, Management Staff from Assistant Director for Personnel, subject: "Organizational Study and Proposed Reclassifications - Machine Records Division."

2. A review of the proposed T/O indicates the following reclassifications and upgradings approved by the Assistant Director for Personnel

Grade	Current T/O	Proposed T/O	+/ Increase or - Decrease	Per Annum Cost	Downgradings or Upgradings
-------	----------------	-----------------	------------------------------	----------------	-------------------------------

CS-13
12
11
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3. If the above proposal is approved by the Deputy Director (Support) funds to cover the above promotions are available in the current allotment of the Machine Records Division.



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Office Memorandum • UNITED STATES GOVERNMENT

TO : Comptroller

DATE: 18 FEB 1955

FROM : Asst. Management Officer, DD/S Area

SUBJECT: Reorganization of Machine Records Division, Office of the Comptroller

1. The above reorganization has been authorized by the Chief, Management Staff and forwarded to the Office of Personnel for the necessary T/O changes.

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